

LEDE

JOB DESCRIPTION

Position: Talent Assistant
Location: Beverly Hills, CA
Job Type: Full Time / Temp

BACKGROUND

The Lede Company is a dynamic, fast-growing, New York & Los Angeles based Talent, Communications/PR, and Corporate Consulting firm. The firm specializes in communications strategies across a broad spectrum of industries.

We are looking for a Talent Assistant in Beverly Hills to a Senior Talent Publicist. We are seeking enthusiastic candidates who can work in a fast-paced environment, are driven, and have strong communication and writing skills.

ROLES & RESPONSIBILITIES

- Administrative duties including managing a high volume of calls, emails, scheduling, expenses, travel etc.
- Coordinate details for client photo shoots, press junkets, premieres including travel and glam
- Maintain digital press kits
- Service clients with digital breaks
- Process client requests in a timely manner
- Provide coverage for clients when needed

REQUIREMENTS

- Bachelor's Degree, preferably in PR or Communications
- Strong proficiency in Microsoft Office, including Outlook, Excel, Word, and PowerPoint
- Highly organized
- Exceptional interpersonal, networking, organizational, verbal, and written communications skills
- Proactive and able to handle multiple projects simultaneously in a high-pressure, fast-paced environment
- Meticulous attention to detail
- Self-starters with the ability to multi-task
- Reliable: meets deadlines, prioritizes well, and has a high sense of urgency
- Strong writing and proofreading skills
- Professional, confident and mature demeanor
- Able to anticipate needs
- Strong interest of the entertainment industry